



**CITY OF BIRMINGHAM  
MUSEUM BOARD AGENDA  
556 W MAPLE  
Thursday, July 11, 2019  
5:00 PM**

**Mission Statement:** *The Birmingham Museum will explore meaningful connections with our past, in order to enrich our community and enhance its character and sustainability. Our mission is to promote understanding of Birmingham's historical and cultural legacy through preservation and interpretation of its ongoing story.*

- 1. Call to Order**
- 2. Roll Call**
- 3. Introduction of Guests**
- 4. Election of Chair**
- 5. Approval of the Minutes**
  - A. Minutes of June 13, 2019
- 6. Unfinished Business**
  - A. Hunter House Interpretive Plan
  - B. Heritage Zone Fund Raising Plan-Update
- 7. Communication and Reports**
  - A. Director Report
  - B. Member comments
  - C. Public comments
- 8. Next Regular Meeting: August 1, 5:00 PM**
- 9. Adjournment**

NOTICE: Individuals with disabilities requiring accommodations for effective participation in this meeting should contact the city clerk's office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance. *APPROVED MINUTES OF THE MUSEUM BOARD MEETINGS ARE AVAILABLE IN THE CITY CLERK'S OFFICE AND ON THE CITY WEBSITE AT [www.bhamgov.org](http://www.bhamgov.org).* City of Birmingham, 151 Martin, Birmingham, MI 48009; 248.530.1800. Persons with disabilities that may require assistance for effective participation in this public meeting should contact the City Clerk's Office at the number (248) 530-1880, or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.

*Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la ciudad en el número (248) 530-1800 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).*

draft



**CITY OF BIRMINGHAM  
MUSEUM BOARD  
MEETING MINUTES  
Thursday, June 13, 2019  
5:00 PM**

Members Present: Jay Cunningham, Dan Haugen, Tina Krizanic, Judith Keefer, Marty Logue, Caitlin Rosso

Members Absent: Russ Dixon

Student Members Present: None

Administration: Museum Director Leslie Pielack

Guests: None

Ms. Krizanic called the meeting to order at 5:00 PM and welcomed new Board member Dan Haugen.

**Approval of the Minutes  
Minutes of May 2, 2019**

**MOTION:** by Logue seconded by Keefer:

To approve the minutes of May 2, 2019.

**VOTE:** Yeas, 6  
Nays, 0

**New Business**

- A. Director Pielack reviewed the basic purpose and components of interpretive planning and the benefits of developing a written plan for the Hunter House. New information, current architectural studies, and recent artifact donations make this a good time to undertake a plan development. The interpretive plan would provide a flexible document that would establish the most important interpretive goals, themes, and methods for the museum to use going forward. The board agreed by consensus to include a regular item on the monthly agenda to address separate components of a written plan with proposed content provided by museum staff for its review.
- B. Board members discussed issues relating to community support for the museum, including membership and connecting with new and existing donors effectively. Changing audiences and membership expectations may require approaching the membership question differently to help potential benefactors support a specific project or program. Relying on general membership approaches may be more appropriate for traditional audiences, and the Friends are a crucially important part of supporting the museum. Discussion included ways the Museum Board could be more supportive of the Friends, such as joint ventures and periodic joint meetings to share ideas and resources.

## **Unfinished Business**

- A. Pending the city's finalized logo process, the final Heritage Zone design can be taken to the city commission for review. This may be possible in the next month or so, and, if accepted, the Museum Board can take up the matter of finalizing a funding approach and campaign to complete the work. An anonymous donation to the city of \$15,000 toward the project was received earlier this year, and the Finance Department has created a special dedicated account so those funds will be carried over until the project can be undertaken.

## **Communication and Reports**

Director Pielack highlighted portions of the Director Report. She is working on a screening opportunity for the CREEM documentary, reported that invasive phragmites will be removed from the Rouge and the grounds as part of the parks invasive program, and indicated that the Engineering Department and Department of Public Services have been looking into the best way to address a seep that has developed below the pond. The window evaluations have begun on both houses and the roof replacement of both houses is also underway. The architect is working on studying and developing specifications for the repair and restoration of the Hunter House exterior, where damage at the porch has accelerated in recent weeks.

There were no member comments or public comments.

**The next Regular Meeting will be held on July 11, 2019 at 5:00 PM.**

Ms. Krizanac adjourned the meeting at 6:10 PM.

## Hunter House Interpretive Planning Timeline

The following is a proposed timeline and process to complete the development and finalize the interpretive plan for the Hunter House:

### July

- establish interpretive objectives
- prioritize thematic focus

### August

- identify historic and cultural resources

### September

- story-based methodologies and implementation

### October

- evaluation process

### November

- finalize plan

# Hunter House Interpretive Planning, Part I (July)

## Proposed Interpretive Objectives

1. Enhancement of visitor experience
  - a. Engagement opportunities
  - b. Educational experiences
2. Enhancement of collection and historical resources
  - a. Artifacts
  - b. Information
3. Increased community support
  - a. Manpower/volunteer resources
  - b. Financial donations
4. Civic engagement/partnerships
5. \_\_\_\_\_
6. \_\_\_\_\_

## Proposed Thematic Focus

1. Pioneer settlement of Oakland County
  - a. War of 1812
  - b. Early territorial environment
  - c. Native American occupation and relationships
  - d. Saginaw Trail
  - e. Building technology
  - f. Greenwood Cemetery
2. Building of Birmingham
  - a. Agriculture
  - b. Commerce
3. 19<sup>th</sup> to 20<sup>th</sup> century culture and everyday life
  - a. Foodways
  - b. Adult and children roles
4. Preservation/conservation movement; how a community's needs change over time
5. \_\_\_\_\_
6. \_\_\_\_\_

**DATE:** July 11, 2019  
**TO:** Museum Board  
**FROM:** Leslie Pielack, Museum Director  
**SUBJECT:** Director Report

---

Museum Staff-Led Summer Adult Lecture Series—We continue to get great response to our lecture series at the library. Two more of the new Throwback Thursday programs remain:

July 18, 7 PM: Birmingham: America's Shetland Pony Capital? Museum Staff Caitlin Donnelly

- From the late 19<sup>th</sup> through early 20<sup>th</sup> century, Birmingham was an important source for the highly prized Shetland pony breed. They were in demand for farms as well as for public amusements all over the U.S. Caitlin will be providing the context for this phenomenon and why it was so important to Birmingham.

August 8, 7 PM: Birmingham at the Movies Museum Staff Kyle Phillips

- Actors, directors, film professionals and television producers have looked to Birmingham as a source of inspiration. Kyle Phillips will show some clips and talk about how Birmingham has appeared 'in the movies.'

New Donations—more family historical information and Jacobson's items have been received by the museum. We have also been studying John Allen Bigelow and some recent information that has come to light about him. Some of the information we have received or have discovered in our own research could be added to the Greenwood tour.

Oakland County History Coalition—is a group of historical organizations in Oakland County that meet on a monthly basis to discuss ways of collaborating and sharing our local history. July's meeting will be held here at our museum, and Caitlin Donnelly and I will be talking about how small history organizations can optimize their social media presence to accomplish more and connect with audiences.

Roofing project— the roofs have been installed on both the Hunter and Allen Houses. The Allen House gutters will also be replaced as part of this project.

Window Evaluation—update to the window evaluation and development of the scopes of work for the Allen and Hunter Houses; recommendations of the window restoration expert.

Hunter House Exterior Evaluation—Jackie Hoist of H2A Architects has completed her exterior assessment of the Hunter House. There are some areas that need immediate attention because of the state of deterioration and the exposure to more damage. These are the 1969-1970 stonework at the southwest corner of the porch addition, repair of the support at the same southwest corner, and the extreme deterioration of the door surround on the original front door, which is in need of immediate attention by a qualified restoration carpenter. There is also a need for masonry repair to the chimney in the porch addition, whose historic brick is spalling and deteriorating as well. A historical restoration carpenter will be repairing the Hunter House original door entrance per the architect's specifications, and the foundation masonry work and carpentry on the side porch of the Hunter House will also be repaired soon. The remainder of the exterior work is anticipated to go out to bid.

Hunter House Interior Paint Analysis—we will be working with Historic Finishes LLC (who is also completing the long-term paint restoration of Henry Ford's Fairlane estate) to complete the study of the Hunter House interior paint and finishes to help us date the interior finishes and gain better information about original finish and color for planning purposes.